



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 19, 2012

IOWA BULLETIN NO. IA120-13-1

SUBJECT: ADS – ANNUAL INSPECTION OF GOVERNMENT VEHICLES

ACTION REQUIRED BY FIELD OFFICES: NOVEMBER 16, 2012

ACTION REQUIRED BY AREA OFFICES: NOVEMBER 27, 2012

PURPOSE. To provide instructions for inspection of all Iowa government vehicles in accordance with AGPMR 104I-38.5 and NRCS 104I-38.402.

EXPIRATION DATE. September 30, 2014

All Iowa Natural Resources Conservation Service vehicles are required to have annual inspections. Inspection dates must be entered by the Financial Management Staff into the National Property Management Information System (PROP) database before December 15, 2012. If the date of the current inspection is not entered into PROP by this date, or if the date of inspection is over one year, the inspection will be considered delinquent.

In order to provide the information to National Headquarters in a timely manner, vehicle inspections are required to be completed prior to November 16, 2012. All vehicles inspected should be documented on the attached Annual Visual Vehicle Safety Checklist or the ADS-180 form, Preventative Maintenance Inspection Report. If you elect to use the ADS-180 form, it must be filled out by a licensed mechanic.

The Annual Visual Vehicle Safety Checklist or the ADS-180 form must be completed by field offices and *a copy of this completed form must be sent to the Area Office by November 16. The Area Office will gather all inspection reports and send a copy of them to the State Office Contracting Section by the November 27 deadline.* All State Office employees assigned to a vehicle are also responsible for ensuring this inspection is completed and must submit the form to the Contracting Section. The inspection can be performed by anyone except the responsible driver of the vehicle.

Each area office has been given a repair allocation to address any repair and maintenance needs. Any safety related items are to be submitted to your ASTC (FO) for action. For questions, please contact Michelle Bales, Contracting Officer, at (515) 323-2246.

A handwritten signature in black ink that reads "Jay T. Mar, acting".

Jay T. Mar
State Conservationist

Attachments

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